



# Business License Application Process

Each applicant follows one of the these two paths

## Businesses Requiring Construction or Remodeling

Any new or existing business requiring construction or remodeling. Modifications include, but are not limited to, tenant improvements such as new floor plan, new rooms, new walls, lighting, plumbing, faucets, sinks and the like.



**Application Process and Fees**



### Plan Review

ANY OR ALL, IF APPLICABLE

- Planning (562) 570-6194
- Building (562) 570-6651
- Fire (562) 570-2500
- Health (562) 570-4132
- Water (562) 570-2300
- Public Works (562) 570-6383
- Redevelopment (562) 570-6615
- Utilities (562) 570-5700



**Construction Permits**



**Final Sign-off**



**Receive License**

## Businesses Not Requiring Construction or Remodeling

Any new or existing business that require no construction or remodeling of any kind.



**Application Process and Fees**



**Inspections**  
*determined by industry*  
ANY OR ALL, IF APPLICABLE



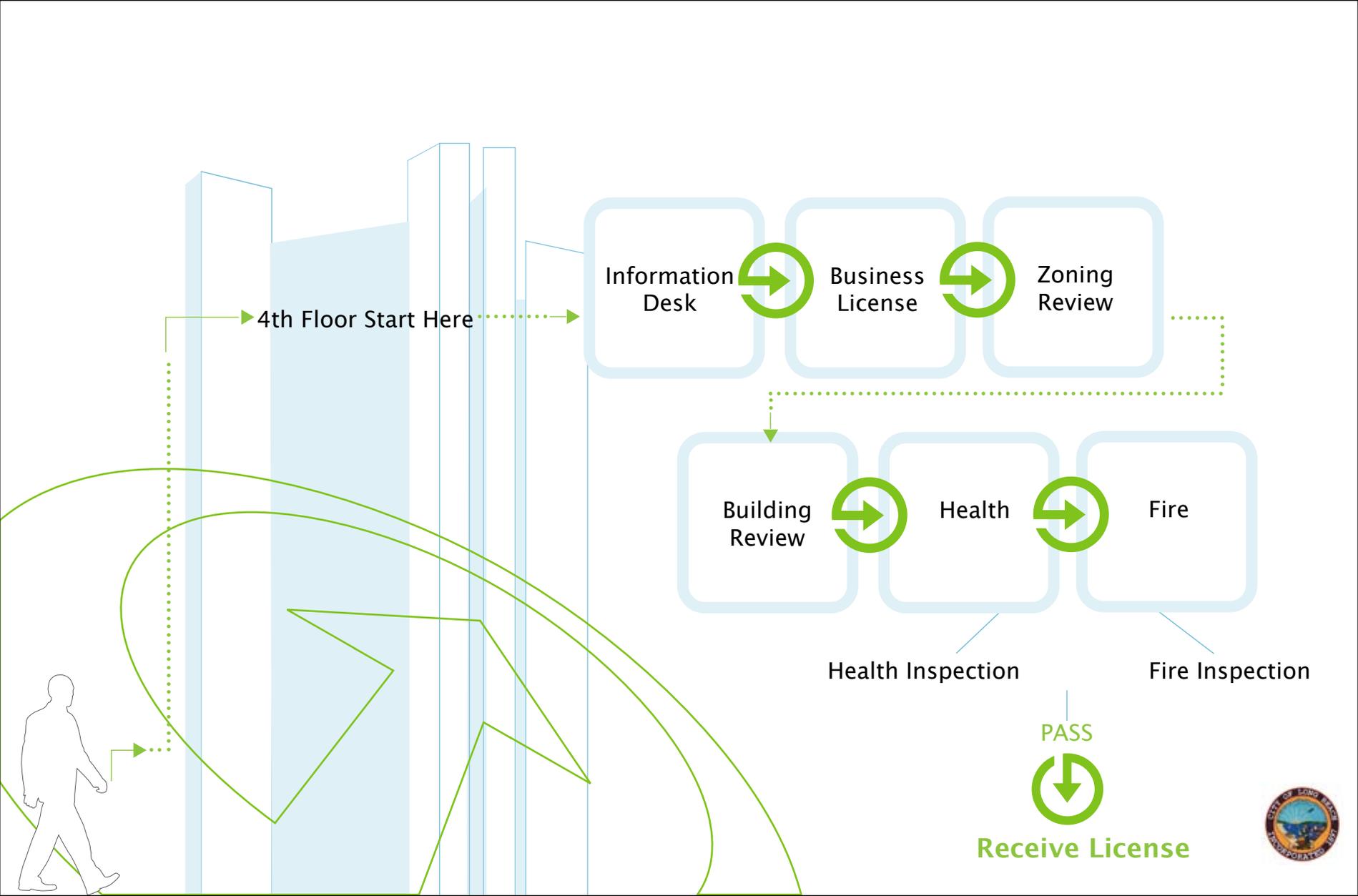
**Conduct Inspections**



**Receive License**



**Hospitality (Hotels/Motels)  
Business License Guide**





## Hospitality (Hotels/Motels) Business License Guide

Welcome to the Business License department. You are one of thousands of entrepreneurs who recognize Long Beach as the prime business location in Southern California.

Applying for a business license starts here with the Business License guide. You will learn what to expect during the inspection phase, how to fill out the necessary forms and which fees pertain to your specific business. If, after reading the guide, you have additional questions, stop by the Development Services Center, 4<sup>th</sup> Floor, City Hall, to meet with one of our Business License experts.

### Application Submittal

- Fill out completely a Business License Application available
  - In person – Development Services Center, 4<sup>th</sup> Floor, City Hall, 333 W. Ocean Blvd. or
  - Online – download and print – [Business License Application](#)
- Submit your completed application(s) in person at the Development Services Center

### Fees and Taxes

These fees are paid when you submit your Business License Application:

Basic Business License tax	\$309.77
Plus per-employee tax	\$8.05
Bed Tax (a/k/a Transient Occupancy Tax)	12% of room rate
Possible <a href="#">unique business and business district</a> fees	TBD

### Approvals and Inspections

The Development Services Center staff will determine if you need to complete a Fire and / or Health inspection.

These fees are paid when you submit your Business License Application:

Zoning Investigative fee	\$14.00
Building Bureau Application Review fee	\$39.83
Health Permit	\$120.00
Tobacco Retail Permit (if applicable)	\$469.00
Fire Inspection fee	\$159.30*

Businesses selling alcohol will be referred to the Police Department for review

Other fees may apply.

\* Health and Fire departments will inform you of their fees, which are determined by your type of business

### Additional Materials

[Fire Department Inspection Requirements](#)

[Tobacco Retail Permit Application](#)

[California Alcoholic Bureau Control \(ABC\) License Requirements](#)

Call the Health Department at 562-570-4133 to schedule an inspection and receive your permit





# Who Does What

## **Building Bureau** (562) 570-6651

- Building
- Electrical
- Hazardous use - welding/occupancy
- Lift and equipment
- Mechanical
- Pollution discharge elimination system
- Plumbing
- Water quality (NPDS- National)

## **Business License** (562) 570-6211

- Business License Information

## **Fire Department** (562) 570-2500

- Certificates for fire suppression
- Chemical storage
- Exiting
- Extinguishers
- Hazardous use - welding/occupancy
- Occupancy
- Spray booth fire suppression system
- Sprinklers
- Storage

## **Gas and Oil Departments** (562) 570-2000

- Location of Pipes
- Size of Meters
- Supply

## **Health/Food** (562) 570-4132

- Chemicals
- Fixtures
- Food handling
- Hot water
- Refrigeration
- Sanitations
- State mandates

## **Health/Hazmat** (562) 570-4131

- Disposal and storage of hazardous materials
- Documentation
- Emergency plans
- Hazardous waste generators
- Noise

## **Planning Bureau** (562) 570-6194

- Parking
- Signage
- Various permits - conditional use
- Zoning

## **Police Department** (562) 570-5219

- Alcohol
- Entertainment
- Massage

## **Public Works Department** (562) 570-6383

- Condition of curbs, gutters & sidewalks
- Right of way
- Street trees
- Traffic engineering

## **Water Department** (562) 570-2300

- Backflow prevention
- Grease interceptors
- Sewer
- Size of meters
- Water supply

